

Town of Andover Annual Town Meeting



April 29, 2019

ARTICLE 1	Annual Town Election
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The Clerk will give the Annual Town Election Results

ARTICLE 2	Election Not Required by Ballot
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To elect all other officers not required by law to be elected by ballot, or take any other action related thereto.

Vote: Majority

Move that Calvin G. Perry of 23 Timothy Drive be elected Trustee of the Cornell Fund for three years

ARTICLE 3

Salaries of Elected Officials

To establish the salaries of the elected officers for the ensuing year, or take any action related thereto

Vote: Majority

Move that the Town Moderator receive a salary of \$250.00 for each Annual Town Meeting and \$60.00 for each Special Town Meeting except when it falls within a special Town Meeting

Move the following salaries for elected officials:

Selectmen – Members: \$1,500	Chair: \$1,800
School Committee – Members: \$1,500	Chair : \$1,800

ARTICLE 4	Fiscal Year 2020 Budget
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To see if the Town will vote to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, and to provide for a reserve fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020, or take any other action related thereto.

Vote: Majority

Move to raise and appropriate, including appropriations from available funds, the sum of \$190,183,487 less \$2,704,915 for a total of \$187,478,572, to defray charges and expenses of the Town, including debt and interest, and to provide for a reserve fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

ARTICLE 4

Fiscal Year 2020 Budget

Department	Amount
Public Safety	\$17,354,029
General Government	\$8,671,068
Public Works	\$8,736,419
Public Facilities	\$3,772,745
Library	\$2,844,388
Community Services	\$2,407,961
Unclassified	\$790,000
Schools	\$85,929,808
Sewer	\$2,988,024
Water	\$5,347,042
Technical Schools	\$647,149
Obligations	\$50,694,854

Totals	Amount
Grand Total	\$190,183,487
<i>Less Budgeted Revenues</i>	<i>(\$2,704,915)</i>
Net Total	\$187,478,572

A background image of a classroom where several students are seated at wooden tables, working on various projects. Some students are looking at the camera, while others are focused on their work. The room is filled with educational materials, posters, and supplies.

FY2020 SCHOOL DEPARTMENT BUDGET OVERVIEW

Annual Town Meeting
April 29, 2019



THE TOWN OF
ANDOVER
PUBLIC SCHOOLS

Good News / Status

- Special Education costs have decreased, particularly out-of-district placements
- Average elementary class sizes have declined
- Language-based learning services have improved
- Standardized test scores (MCAS) have improved at all levels
- Two school building projects have progressed:
 - West Elementary in the Feasibility phase of the state MSBA program
 - Andover High option development with the AHS Facility Study Committee
- Health care contribution split (negotiated in 8 school CBAs) provided savings
- State Aid (Chapter 70) provided additional revenue
- FY20 school budget proposal was met with unanimous approval of the School Committee, Board of Selectmen and Finance Committee

Public School State Aid is Increasing

Andover Ch 70 Aid	\$ Amount	% increase over FY19
Final FY19 State Budget	\$10,595,662	
Initial FY20 Town Estimate	\$10,807,535	2.0%
Governor's FY20 Budget	\$11,454,144	8.1%
House FY20 Budget	\$11,668,291	10.1%
Senate FY20 Budget	TBD	TBD
Final FY20 State Budget	TBD	TBD

FY 2020 Budget Goals (1 of 2)

- Invest in additional student learning time, added to each school day
 - Negotiated in collective bargaining agreements
 - Adds the equivalent of 7.5 days of learning to each school year
 - Adds more than a half-year of learning to each student's K-to-12 tenure
- Complete move of textbooks from Capital Improvement Plan to Operating Budget
 - FY20 is the second year of the two-year plan
- Continue full-day kindergarten tuition reduction
 - Reduces rate by \$400 per student to \$3,575 per year
 - Path continues toward tuition elimination, with opportunity for acceleration under new state aid formula

FY 2020 Budget Goals (2 of 2)

- Provide support in critical compliance and educational areas
 - SPED support for middle school BRIDGE autism program
 - Nursing coverage due to expiration of long-standing grant
 - Minor expansion of two existing AHS programs (AVID & VHS)
 - Adds 1.0 FTE classroom teacher and 0.5 FTE psychologist at AHS
 - Adds 1.25 FTE for grant administration and data analysis
 - Limited pilot of a learning management system
 - Additional performing arts program stipends

- Transfer Information Technology staff to town budget
 - Organizational / efficiency decision
 - No additional cost to or impact on taxpayers

FY 2020 Andover School Budget

Category	\$ Amount
Personnel	\$ 70,091,040
Additional Kindergarten Offset - Personnel	\$ 75,000
Total Personnel	\$ 70,166,040
Total General Expense	\$ 15,763,768
TOTAL FY20 SCHOOL BUDGET	\$85,929,808



THANK YOU

Annual Town Meeting
April 29, 2019



THE TOWN OF
ANDOVER
PUBLIC SCHOOLS

ARTICLE 5	Fiscal Year 2020 Capital Projects Fund
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To see if the Town will vote to raise by taxation and appropriate the sum of money for the purpose of funding the Fiscal Year 2020 appropriation for the Capital Projects Fund, or take any other action related thereto.

Vote: Majority

Move to raise by taxation and appropriate the sum of \$3,963,698 for the purpose of funding the Fiscal Year 2020 appropriation for the Capital Projects Fund

ARTICLE 6	Budget Transfers
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To see if the Town will vote to transfer from amounts previously appropriated at the April 2018 Annual Town Meeting as authorized by Massachusetts General Laws Chapter 44, Section 33B, or take any other action related thereto.

Vote: Majority

Move to withdraw Article 6 from the Warrant.

ARTICLE 7	Supplemental Budget Appropriations
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To see if the Town will vote to transfer from available funds a sum of money to supplement appropriations voted at the April 2018 Annual Town Meeting, or take any other action related thereto.

Vote: Majority

Move to appropriate \$400,000 from Free Cash and transfer \$400,000 to General Insurance

ARTICLE 8	Stabilization Fund
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To see if the Town will vote to appropriate and raise from taxation or available funds a sum of money to the Stabilization Fund in accordance with Massachusetts General Laws Chapter 40, Section 5B, as amended by Chapter 46, Sections 14 and 50 of the Acts of 2003, or take any other action related thereto.

Vote: Majority

Move to withdraw Article 8 from the Warrant

ARTICLE 9	Free Cash
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To see what amount the Town will vote to permit the Assessors to use in Free Cash to reduce the Fiscal Year 2020 tax rate and to affect appropriations voted at the 2019 Annual Town Meeting, or take any other action related thereto.

Vote: Majority

Move to withdraw Article 9 from the Warrant.

ARTICLE 10	Unexpended Appropriations
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To see what disposition shall be made of unexpended appropriations and Free Cash in the treasury, or take any other action related thereto.

Vote: Majority

Move to withdraw Article 10 from the Warrant.

ARTICLE 11

General Housekeeping Articles (A through G)

See pages 48-50 in the Finance Committee Report

Vote: Majority

Motion 1

Move to approve the consent agenda, Articles 11A through 11G as printed in the warrant

Motion 2

Move that the Town hereby votes to rescind the following amount that has been authorized to be borrowed, but which is no longer needed for the purpose for which it was initially approved.

<u>Unissued Amount</u>	<u>Date of Approval</u>	<u>Warrant Article</u>	<u>Original Purpose</u>
\$172,353	2/11/2013	1	Bancroft School

ARTICLE 12	Granting Easements
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To see if the Town will vote to authorize the Board of Selectmen and the School Committee to grant easements for water, drainage, sewer and utility purposes or any public purpose on terms and conditions the Board and the Committee deem in the best interests of the Town, or take any other action related thereto.

Vote: 2/3

Move to approve Article 12 as printed in the Warrant.

ARTICLE 13	Unpaid Bills
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To see if the Town will vote to transfer from available funds a sum of money to pay unpaid bills for which obligation was incurred in prior fiscal years, or take any other action related thereto.

Vote: Majority

Move to withdraw Article 13 from the Warrant.

ARTICLE 14	Chapter 90 Authorizations
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To see if the Town will vote to authorize the Town to acquire any necessary easements by gift, by purchase or by right of eminent domain for Chapter 90 Highway Construction or any other federal or state aid program for road or sidewalk improvements, or take any other action related thereto.

Vote: 2/3

Move to authorize the Town to acquire any necessary easements by gift, by purchase or by right of eminent domain for Chapter 90 Highway Construction or any other federal or state aid program for road or sidewalk improvements.

ARTICLE 15	Jerry Silverman Fireworks
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To see if the Town will vote to appropriate and raise by taxation or available funds the amount of \$14,000 for the Jerry Silverman Fireworks Program as part of the Fourth of July festivities, or take any other action related thereto.

Vote: Majority

Move to appropriate and raise by taxation the amount of \$14,000 for the Jerry Silverman Fireworks Program as part of the Fourth of July festivities.

ARTICLE 16	Fiscal Year 2020 Revolving Accounts
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To see if the Town will vote to authorize the following expenditure limits for revolving funds for certain Town departments under Massachusetts General Laws, Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2019, or take any other action related thereto:

See pages 52-53 in the Finance Committee Report

Vote: Majority

Move that Article 16, Revolving Accounts, be approved as printed in the Warrant.

ARTICLE 17

Sign Shop Revolving Fund

To see if the Town will vote to amend Section 48 of Article XII and establish and authorize a new revolving fund for use by certain town/city departments, boards, committees, agencies or officers under Massachusetts General Law Chapter 44, Section 53E 1/2, and amend the table of Authorized Revolving Funds by inserting a new row after “Health Services” to read:

Sign Shop	Director of Public Works	Sign production revenue	Sign production and supplies expenses	Fiscal Year 2020 and subsequent years
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Vote: Majority

Move to approve Article 17 as printed in the Warrant.

ARTICLE 18	PEG Access and Cable Related Fund Expenses
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To see if the will Town will vote to appropriate cable franchise fees and other cable-related revenues to support PEG access services, cable related expenses, and oversight of the cable franchise agreements for fiscal year 2020, which begins on July 1, 2019, or take any other action relative thereto.

Vote: Majority

Move to approve Article 18 as printed in the Warrant and further that the Town appropriate \$377,108 for cable related purposes

ARTICLE 19	Overlay Surplus Transfer for Property Revaluation
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To see if the Town will vote to transfer \$32,000 from Overlay Surplus to fund the FY20 property tax revaluation, or take any other action related thereto.

Vote: Majority

Move to approve Article 19 as printed in the Warrant.

ARTICLE 20	Elderly/Disabled Transportation Program
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To see if the Town will vote to appropriate and raise by taxation a sum not to exceed \$14,000 for the purpose of continuing to provide for an elderly and disabled transportation subsidy program, or take any other action related thereto.

Vote: Majority

Move to approve Article 20 as printed in the Warrant

ARTICLE 21	Support for Civic Events
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To see if the Town will vote to appropriate and raise by taxation or transfer from available funds a sum not to exceed \$5,000 for the purpose of paying a portion of the municipal costs associated with civic events in the downtown, or take any other action related thereto.

Vote: Majority

Move to appropriate and raise by taxation the sum of \$5,000 for the purpose of paying a portion of the municipal costs associated with civic events in the downtown.

ARTICLE 22	Spring Grove Cemetery Maintenance
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To see if the Town will vote to transfer the sum of \$6,000 from the Spring Grove Cemetery Perpetual Care reserve account and appropriate the sum of \$6,000 for the purpose of cemetery maintenance including costs incidental and related thereto, or take any other action related thereto.

Vote: Majority

Move to approve Article 22 as printed in the Warrant.

ARTICLE 23	Stabilization Fund Bond Premium
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To see if the Town will vote to transfer the sum of \$100,000 from the Bond Premium Stabilization Fund to the General Fund to offset non-exempt debt interest payments, or take any other action related thereto.

Vote: 2/3

Move to approve Article 23 as printed in the Warrant.

ARTICLE 24

Senior Center at Punchard Renovation and Construction

To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$4,500,000 for the purpose of purchasing professional services related to the design, renovation and construction, and for the construction of the Senior Center at Punchard, including any other costs incidental and related thereto, or to take any other action related thereto.

Vote: 2/3

I move that the Town appropriates \$4,500,000 to pay costs of purchasing professional services related to the design, renovation and construction, and for the construction of the Senior Center at Punchard, including any other costs incidental and related thereto, and that to meet this appropriation, \$2,000,000 shall be transferred from free cash, and the Town Treasurer, with the approval of the Selectmen, is authorized to borrow \$2,500,000 under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

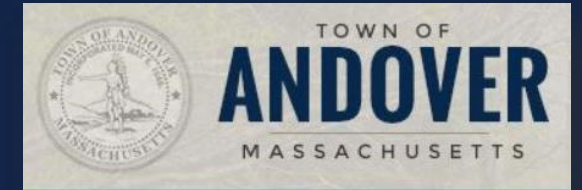


SENIOR CENTER AT PUNCHARD RENOVATION AND EXPANSION PROJECT

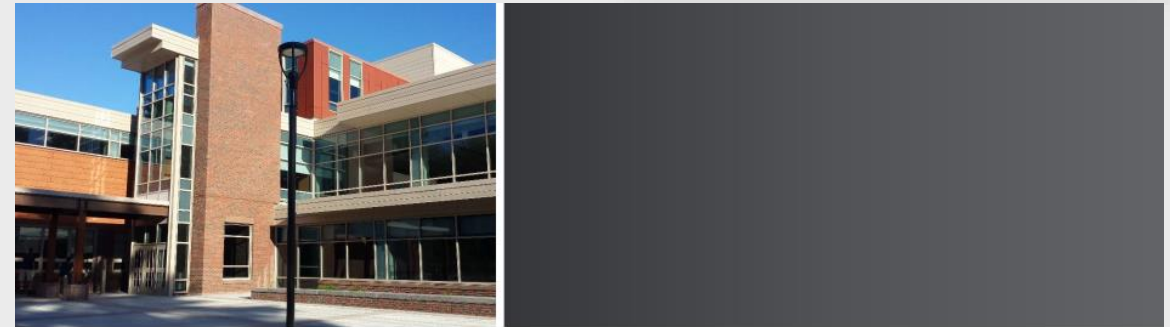
ARTICLE 24

THE PROCESS

2016-2019



- 2016 - Town and School Facility Master Plan study conducted by MGT of America. The study focused on the building condition, functionality, technology readiness, and site/grounds condition of the town's 21 buildings.



Andover Facilities Master Plan
Final Report



MGT of America Consulting, LLC.
June 7, 2016



Town Buildings		
Priority	Building	Status
1	Town Yard	Complete
2	Ballardvale Fire Station	Funded
3	Senior Center	Designed

THE PROCESS



- 2017 Annual Town Meeting appropriated funds for a feasibility study
- 2018 Annual Town Meeting appropriated funds for design of a renovation and construction project at the existing facility

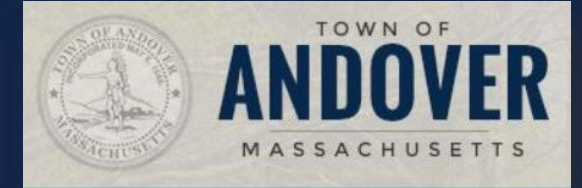


**TOWN MANAGER'S RECOMMENDED
CAPITAL IMPROVEMENT PROGRAM
FY2018 – FY2022**



**TOWN MANAGER'S RECOMMENDED
CAPITAL IMPROVEMENT PROGRAM
FY2019 – FY2023**

PUBLIC MEETINGS



Research & Design Process

- Needs Assessment - 2015 UMASS Boston, Center for Social and Demographic Research on Aging
- Feasibility Study – 2017 Bargmann Hendrie + Archetype, Inc.
- Design – 2018 Bargmann Hendrie + Archetype, Inc.

Permanent Town Building Advisory Committee Meetings

- November 21st, Wednesday 7:30 AM; Town Offices
- December 14th, Friday 7:30 AM; Town Offices
- January 4th, Friday: 7:30 am; Town Offices
- February 4th, Friday: 7:30 am; Town Offices
- February 15th, Friday: 7:30 am; Town Offices

Public Information Meetings

- October 23rd, Tuesday : 10am Memorial Hall Library
- October 23rd, Tuesday 7pm Senior Center
- November 19th, Monday: 10am Senior Center
- November 19th, Monday 7pm Memorial Hall Library
- December 12th, Wednesday: 11am Senior Center
- January 24th, Thursday: 7pm Memorial Library Lower Conference Room
- February 13th, Wednesday: 7 pm Public Safety Building Training Room
- March 7th, Thursday: 7 pm, Memorial Library Lower Conference Room
- March 8th, Friday: 9:30 am, Town-wide PTO Meeting
- March 28th, Thursday: 7 pm Memorial Library Lower Conference Room
- April 9th, Tuesday: 7 pm Memorial Library Lower Conference Room
- April 22nd, Monday: 9 am Senior Center
- April 25th, Thursday: 12:30 pm Senior Center
- April 25th, Thursday: 7 pm Memorial Library Lower Conference Room
- April 27th, Saturday: 10am Senior Center

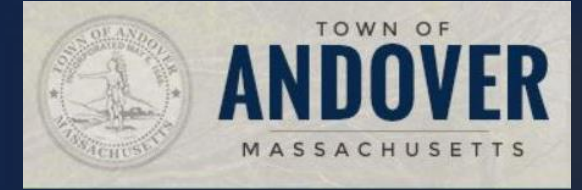
Article 24

\$4,500,000

To fund construction of the Senior Center Renovation
and Expansion

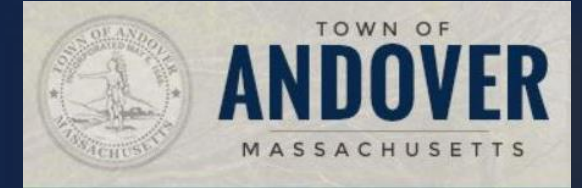
(General Fund Borrowing and Free Cash)

FINANCING PLAN



- Project fully integrated into the Capital Improvement Program and consistent with the Town's building program
 - 5.72% of the annual budget allocated to capital improvements
- Project represents \$12 of the \$9,973 estimated average single family tax bill
 - No incremental tax increase
 - No tax bill fluctuation attributable to this project
 - No tax override
- Project funded within the context of all other capital projects

PROJECT BUDGET



Funding Sources		
Friends of the Senior Center	\$500,000	Donations
Article 24 Funding	\$4,500,000	General Fund Borrowing & Free Cash
Article 25 Funding	\$700,000	Transfer of Available Funds
Total Available Funds	\$5,700,000	

Project Budget		
Base Project Cost	\$4,481,888	Article 24 General Fund Borrowing & Free Cash
Fixtures, Furniture and Equipment	\$310,300	Friends of the Senior Center Donations
Add Alternates and Value Engineering	\$561,361	Article 25 Wood Fund Friends of the Senior Center Contingency Savings
Total Cost	\$5,353,549	

BOARD AND COMMITTEE RECOMMENDATIONS



The following Boards and Committees have voted unanimously to recommend approval of Article 24:

- Board of Selectmen
- Finance Committee
- School Committee
- Permanent Town Building Advisory Committee
- Council on Aging Board
- Elder Services Task Force
- Andover Senior Community Friends
- Patriotic Holiday Committee

REPORT FROM THE COUNCIL ON AGING

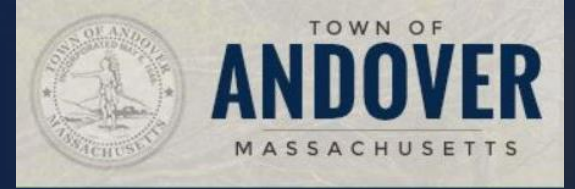
ARTICLE 24

EXISTING CONDITIONS



- Built in 1937 as a school
- Converted in 1983
- No meaningful renovation
- Not ADA compliant
- Overcrowded

WORKABLE EXPANSION



Town	Population	Age 60+	Senior Center Size (sq ft)	Space per Senior (sq ft)
<i>Andover</i>	35,937	6,447	14,011*	2.17
Wellesley	28,004	5,489	13,000	2.37
North Andover	31,013	6,078	15,000	2.47
Needham	30,429	7,455	20,000	2.68
Tewksbury	31,247	7,842	24,500	3.12
Lexington	31,394	7,723	25,650	3.32
Natick	36,246	7,865	36,468	4.64

INTERIOR RENOVATION & EXPANSION



Welcome Lounge



Cafe



Lifelong Learning



Wellness Room



EXTERIOR



VIEW FROM THE PARK
Wellness Room



VIEW FROM THE YOUTH CENTER
Lifelong Learning Center



Thank you for your continued input

- **How will the Senior Center continue to operate during the renovation?**
 - All programs and activities will continue in nearby locations, with free transportation provided. There will be no reductions in services provided.
- **Parking is already a challenge by the Senior Center, does this renovation address parking?**
 - The Park, Playstead, and Municipal Complex Master Planning Process has identified several opportunities for increasing parking supply.
- **Will my taxes increase as a result of this project?**
 - The project is part of the Capital Improvement Program, so there will be no incremental increase to tax bills.
- **Why do we need to expand the Senior Center?**
 - By 2030, 38% of the population of Andover will be ages 50+

ARTICLE 25	Elder Services Program Stabilization Fund Transfer
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To see if the Town will authorize the transfer of the sum of \$700,000 from the Elder Services Program Stabilization Fund to fund the construction of the renovation of the Senior Center at Punchard or offset the borrowing costs of the Senior Center at Punchard renovation construction, or to take any action related thereto.

Vote: 2/3

I move to approve Article 25 as printed in the Warrant.

ARTICLE 26	Electronic Voting
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To see if the Town will vote to amend Article II of the General Bylaws by adding the following as Section 5.2: “Electronic Voting. Subject to the availability of a system to enable electronic voting by using wireless handheld mobile devices, the Moderator may count the vote on any matter before the Town Meeting by the use of such system.” and further, that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

Vote: Majority

Move to approve Article 26 as printed in the Warrant

ARTICLE 27

Rental of Electronic Voting System

To see if the Town will raise by taxation or transfer from available funds or any combination thereof and appropriate \$25,000 to pay for the rental of an electronic voting system for the use at Annual and Special Town Meetings for fiscal year 2020, or take any other action related thereto.

Vote: Majority

Move to transfer the sum of \$25,000 from free cash and appropriate the sum of \$25,000 to pay for the rental of an electronic voting system for use at the Annual and Special Town Meetings for Fiscal Year 2020, including costs incidental and related thereto.

Warrant Article 26

Bylaw Change to permit Electronic Voting

Electronic Voting Committee

Brian Major – Chairman

Michael Anthony

Paul Cavicchi

Peter Caruso

Randy Hanson

Andrew McBrien

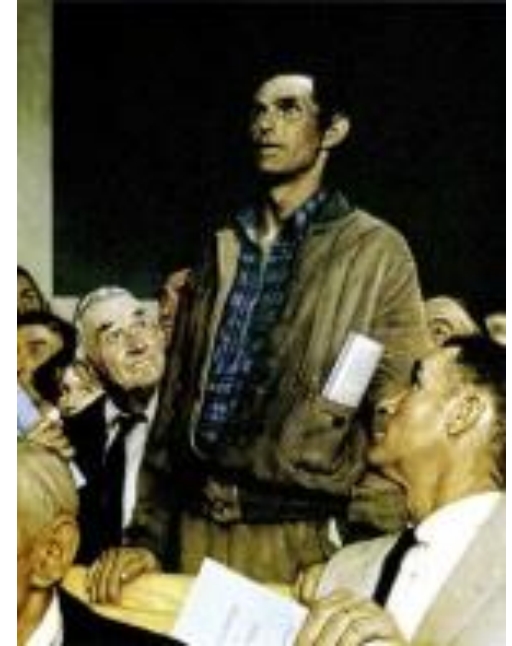
Michael Sassin

Dave Smart

Dawne Warren

Bob Willard

Appointed by: Sheila Doherty, Andover Town Moderator



Norman Rockwell's
Town Meeting

Making Town Meeting more Efficient and Effective

Previous Town Meeting Process Improvements

- Moved to the Collins Center – improved seating, lighting, sound, video
- Overflow plan using Café with TVs, speaker systems and support staff
- Presentation screens (three)
- Pro & Con Mics
- Speaker time limits
- Removed quorum requirement

Andover continues to embrace Town Meeting improvements and efficiencies

Bylaw change to permit Electronic Voting

General Bylaw Change – will enable the use of electronic voting via wireless handheld mobile devices for Town Meeting votes. Currently our General Bylaw allows for standing counts, raising of hands, and secret ballots.

**Currently, a secret ballot is permitted by paper ballot only
which is a 1.5 hour process**

Electronic Voting (EV) at Town Meeting



1. Each registered voter receives an EV Device at check-in
2. EV Devices cannot be traced back to the voter
3. The Town Moderator will announce for each warrant article whether we will use electronic voting
4. Electronic voting is simple – cast a yes or no vote or abstain
5. Final results are displayed for all to see as soon as voting ends

Standing Votes take 20-25 minutes; Electronic Voting takes 15-20 seconds

Electronic Voting Benefits

Integrity of the Vote – ensure your vote is counted accurately

Efficiency of Town Meeting – faster voting saves time

Privacy of YOUR Vote – no one can know how you voted

**Less time for vote counting enables more discussion
or shorter meetings**

2019 Massachusetts Communities who have adopted Electronic Voting

Acton (2017)

Arlington (2013)

Avon (2017)

Belmont (2012)

Billerica (2014)

Brookline (2012)

Charlton

Chelmsford (2011)

Dover (2018)

Duxbury (2014)

Eastham (2016)

Framingham (2012)

Grafton (2016)

Hingham (2014)

Lexington (2013)

Lynnfield (2018)

Manchester (2017)

Natick (2015)

Northborough

Plymouth (2017)

Sherborn (2018)

Uxbridge (2018)

Wayland (2011)

Webster (2017)

Westborough (2014)

Weston (2017)

Whitman (2018)

Winchendon (2015)

*Bold = OTM

18 of these communities have an Open Town Meeting form of government

Warrant Article 27

Funding Electronic Voting for FY2020

Funding Electronic Voting for FY2020

Appropriation of Funds – will enable the spending of monies to lease electronic voting devices and supporting software for FY2020 Annual Town Meeting and Special Town Meetings.

Passage of warrant article will enable EV at all of the FY2020 Town Meetings

Electronic Voting Costs

	Annual Town Meeting	Special Town Meeting #1	Special Town Meeting #2
Number of Nights	3 Nights	1 Night	1 Night
Number of Attendees	1,200 / 1,200 / 600	1,000	1,000
Estimated Cost	\$15,000*	\$5,000*	\$5,000*

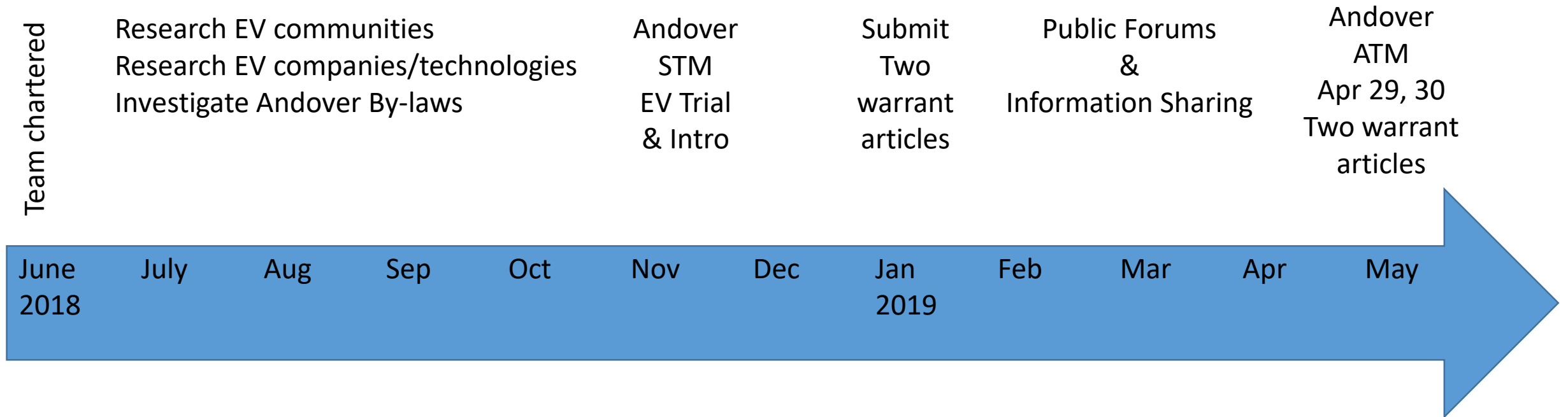
* Estimated lease cost is ~ \$5.00 per device per night

\$25K is the maximum expense expected within one fiscal year

Thank you!!!

Backup Slides

Electronic Voting Committee Timeline



A dedicated team committed to improving the efficiency of Town Meeting

Public Forums and Information Sharing

- Andover Board of Selectmen – Nov 5, 2018
- Andover Special Town Meeting – Nov 27, 2018
- Greater Andover Indivisible – Jan 29, 2019
- Andover Democratic Town Committee – Feb 27, 2019
- Andover Republican Town Committee – Mar 6, 2019
- Andover Senior Center – Mar 15, 2019
- Andover Board of Selectmen – Mar 25, 2019, Warrant Article presentation
- Andover Senior Center – April 8, 2019, Public Forum 1-2pm

Broad exposure and input across the Town